

LEAD STOCK CLERK

DISTINGUISHING FEATURES

The fundamental reason the Lead Stock Clerk exists is to coordinate surplus property, stores and central receiving and delivery, and provide direction to Stock Clerks to provide quality customer service in the Purchasing Department. This classification is not supervisory. Work is performed under general supervision by a Purchasing Operations Manager. The Lead Stock Clerk is distinguished from the Stock Clerk by the performance of lead responsibilities.

ESSENTIAL FUNCTIONS

Coordinates the daily activities of the Stock Clerks. Shows team leadership and promotes shared responsibility in achieving quality customer service.

Re-orders stock and inputs to automated Inventory Restock Order program. Researches utilizing data base to monitor minimum/maximum levels and addition/deletions from inventory to provide goods to meet demands.

Coordinates surplus program, checking in property, pricing items, assigning lots, entering data, printing labels and reports and coordinating sales.

Process receiving/shipping items; loads and unloads boxes, crates, and pallets and performs quality control for items received.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Inventory control, systems, and procedures.

Basic receiving and distribution methods.

Ability to:

Walk 60%, sit 20%, and stand 20% of work day.

Lift and carry various warehouse items weighing up to 50 pounds.

Safely and efficiently operate warehouse equipment such as a forklift and a City vehicle requiring hand/eye coordination and vision and depth perception.

Operate a variety of standard office equipment including a computer, a variety of computer software, copy and facsimile machines, telephone, and calculator that require continuous and repetitive arm or hand and eye movement.

Provide lead supervision to subordinate staff including assigning work, reviewing work for accuracy and completeness, and answering questions concerning work procedures and day-to-day problems.

Comprehend and make inferences from written material and verbal and/or written instructions.

Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.

Accurately record numeric data and maintain logs using manual and automated systems.

Complete a variety of shipping and receiving documents.

Direct the work of others.

Communicate effectively both orally and in writing.

Establish and maintain courteous and respectful working relationships with vendors, co-workers and City staff at all levels.

Maintain regular consistent attention and punctuality.

Education & Experience

Any combination of education and experience equivalent to two years experience in a warehousing operation. Experience in an automated environment with direct customer service activity is preferred. Some lead or supervisory experience is desirable.

Must have a current, valid Arizona driver's license with no major driving citations within the last 39 months.

FLSA Status: Non-exempt

HR Ordinance Status: Classified